

MARYLAND DEPARTMENT OF NATURAL RESOURCES



ONLINE LICENSING AND REGISTRATION SYSTEM

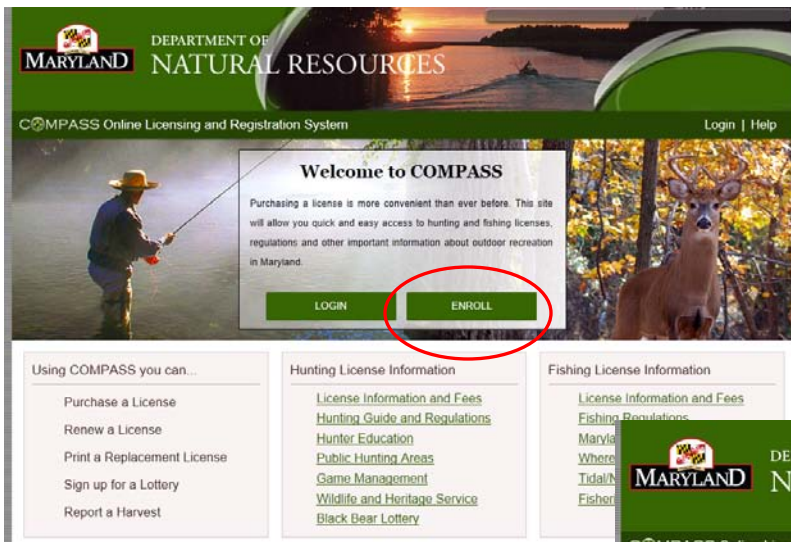
BECOMING A COMPASS CUSTOMER

Becoming a COMPASS customer is quick and easy. This tutorial will lead you through the new customer enrollment process so you can obtain your DNRid Card for accurate identification at any Sports License Agent or DNR Service Center. This tutorial is for first time recreational licensing customers.

STEP ① Visit the DNR Licensing and Registration page to link to COMPASS

www.dnr.maryland.gov/service and click on the link for COMPASS

STEP ② Select 'Enroll' on the COMPASS welcome page and complete the Enrollment Wizard



On the first page of the Enrollment Wizard, enter your full legal name (First, Middle, and Last), date of birth, and a preferred name if you like.

COMPASS Online Licensing and Registration System

Home Enroll > Personal Information

Personal Information

Identity Information

Addresses

Appearance

Contact Information

Account Information

Step 1: Enter Personal Information

Legal First Name:

Preferred Name:
(e.g. Bob instead of Robert)

Middle Name:

* Full Middle Name is required; if no middle name, enter "NMN"

Last Name:

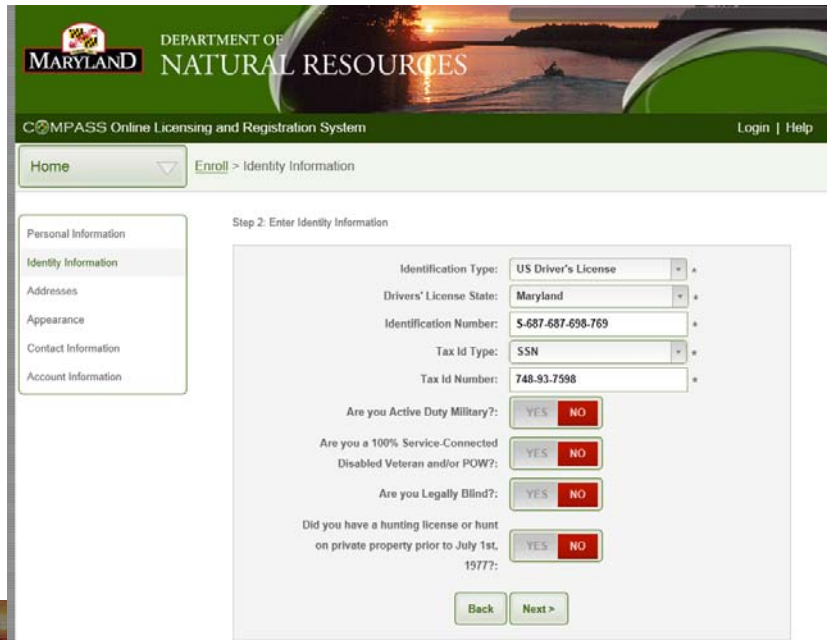
Suffix:

Date of Birth: Month Day Year

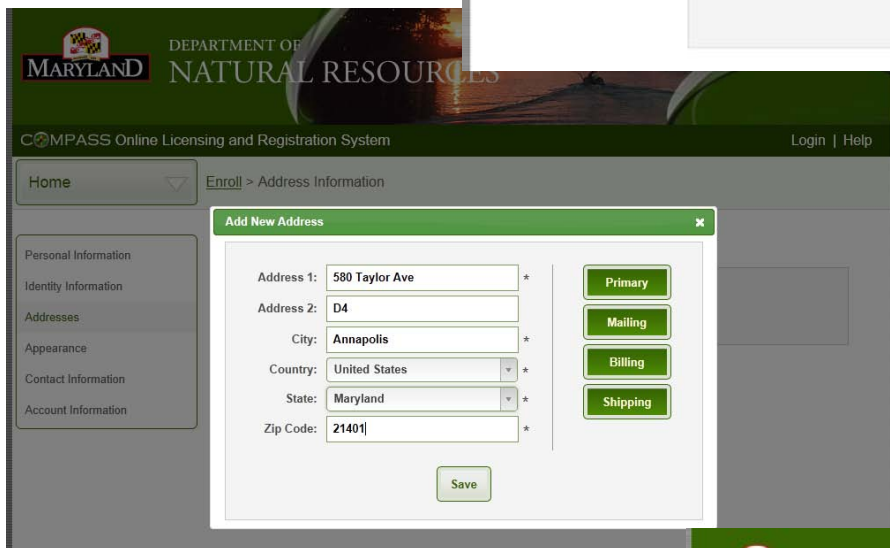
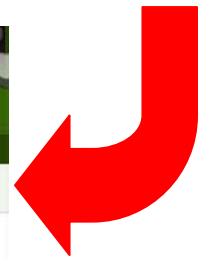
Next >

The next step of enrollment requests your government identification (driver license, state-issued id, passport, or visa) and your social security or federal identification number (for US citizens only).

You can also indicate your qualifications for certain circumstances. Verification by DNR is required for some.



The screenshot shows the 'Step 2: Enter Identity Information' page. On the left is a sidebar with a menu: Personal Information, Identity Information (selected), Addresses, Appearance, Contact Information, and Account Information. The main content area contains the following fields: Identification Type (US Driver's License), Drivers' License State (Maryland), Identification Number (5-687-687-698-769), Tax Id Type (SSN), and Tax Id Number (748-93-7598). Below these are four sets of radio buttons for 'Are you Active Duty Military?', 'Are you a 100% Service-Connected Disabled Veteran and/or POW?', 'Are you Legally Blind?', and 'Did you have a hunting license or hunt on private property prior to July 1st, 1977?'. At the bottom are 'Back' and 'Next >' buttons.

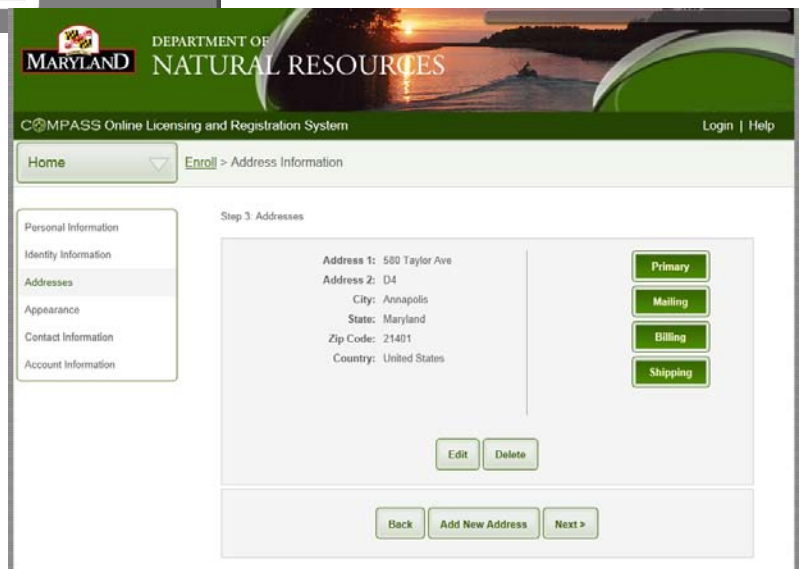


The screenshot shows the 'Add New Address' modal window. It contains fields for Address 1 (580 Taylor Ave), Address 2 (D4), City (Annapolis), Country (United States), State (Maryland), and Zip Code (21401). To the right of these fields are four buttons: Primary, Mailing, Billing, and Shipping. A 'Save' button is at the bottom left of the modal.



The third part of enrollment is to enter your address(es). Your primary address is your primary residence and establishes you as a resident of Maryland or a Non-Resident along with the identification entered on a previous page.

Most customers will only have one address. But, some may have separate mailing or shipping addresses depending on where you live. The mailing address is where you receive US Mail, while shipping is where UPS or FedEx delivers. The billing is the address of your credit card or bank account that you will use for online or telephone license purchases.



The screenshot shows the 'Step 3: Addresses' page. The sidebar menu is the same as in Step 2, with 'Addresses' selected. The main content area displays the entered address information: Address 1: 580 Taylor Ave, Address 2: D4, City: Annapolis, State: Maryland, Zip Code: 21401, and Country: United States. To the right are the Primary, Mailing, Billing, and Shipping buttons. Below the address information are 'Edit' and 'Delete' buttons. At the bottom are 'Back', 'Add New Address', and 'Next >' buttons.



DEPARTMENT OF MARYLAND NATURAL RESOURCES

COMPASS Online Licensing and Registration System

Home Enroll > Appearance Information

Personal Information

Identity Information

Addresses

Appearance

Contact Information

Account Information

Step 4: Enter Appearance Information

Gender: Male

Height: 6 feet 3 inches

Weight: 225

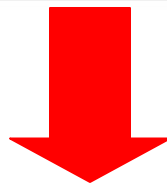
Ethnicity: Caucasian

Hair Color: Bald

Eye Color: Blue/Green

Back Next >

The next step in enrollment is to provide your appearance information. DNR only requires gender be indicated, but we would appreciate if you complete each of the fields on this page as it will help identify you in the event of an emergency or a license check.



The next enrollment step collects your email address, which must be for you and you alone. If you share an email only one party may use that address as a DNR contact, the other should create a new email address from whatever provider they desire. Please select 'Create COMPASS Account' as this will enable you to keep your personal information updated, and to view and reprint licenses.

DEPARTMENT OF MARYLAND NATURAL RESOURCES

COMPASS Online Licensing and Registration System

Home Enroll > Contact Information

Personal Information

Identity Information

Addresses

Appearance

Contact Information

Account Information

Step 5: Enter Contact Information

Email Address: youremail@gmail.com *

A valid email address is required for account validation and product fulfillment

Receive Email Communications: YES NO

Create COMPASS Account: YES NO

Preferred Phone Type: Mobile Home

Phone Number: (443) 443-4433 *

Mobile Carrier: AT&T *

Receive Text Messages: YES NO

Back Next >

Email is important as we email an electronic version of your license 30 minutes after purchase so you always have a pristine copy of your license when your original becomes unreadable.

A telephone number is also required to comply with Saltwater Registry requirements, and to enable DNR to contact you in the event of a weather emergency, bag or season limit change, consumption advisory or other important event.

The final step in enrollment is confirming your email address and setting your COMPASS password, which will be emailed after enrollment.

DEPARTMENT OF MARYLAND NATURAL RESOURCES

COMPASS Online Licensing and Registration System

Home Enroll > Account Information

Personal Information

Identity Information

Addresses

Appearance

Contact Information

Account Information

Step 6: Enter COMPASS Account Information

Email Address: customerservice@dnr.state.md.us *

Confirm Email: customerservice@dnr.state.md.us *

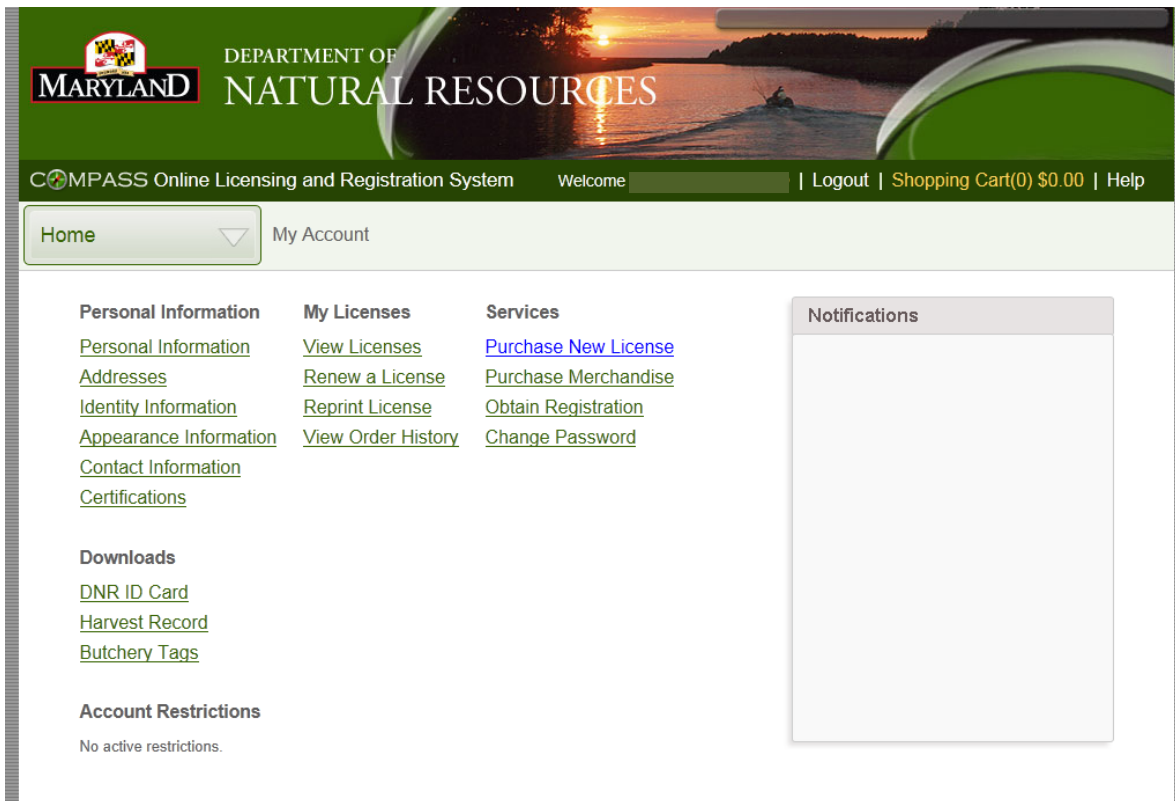
Password: ***** *

Confirm Password: ***** *

Back Finish

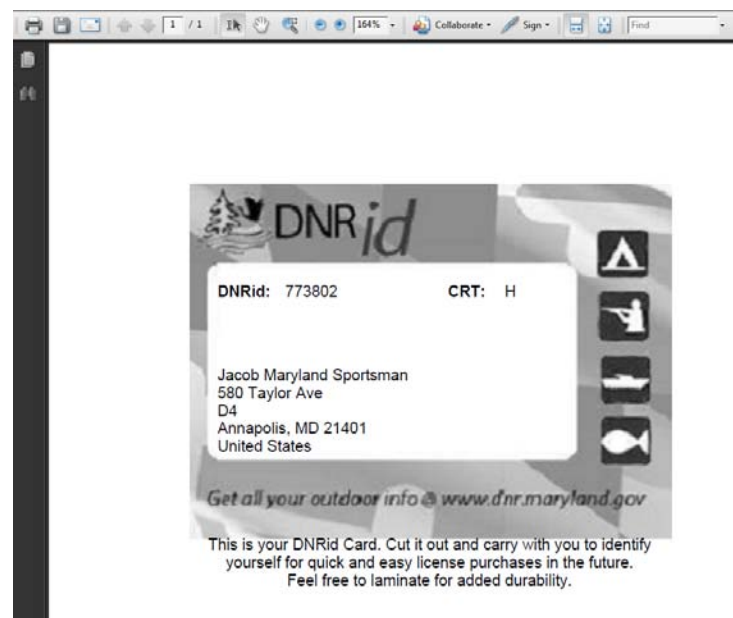
STEP ③ Print your DNRid Card

CONGRATULATIONS! You are now enrolled in DNR's COMPASS system and will be taken to your Home page.



Your Home page is your control console for your COMPASS account. From here you can manage your information, logon password and purchase your license. You can always obtain important forms for download and printing for free. These include additional harvest records, field/butcher tags and most importantly your DNRid Card.

If you are going to a Sports License Agent location or DNR Service Center for your license, click the DNR ID Card link from the 'Download Section' and your DNRid Card will generate in a new tab.



Once your DNRid Card displays, click either the printer icon in the top right corner of the display, or print the page through your web browsers options.

Cut out your DNRid Card and keep it with you to present to any Sports License Agent or DNR Service Center for accurate location in COMPASS and prompt licensing purchases. If you lose or damage your DNRid Card, it is always available for printing from your COMPASS account.

If you encounter any problems with enrollment, contact us at 410.260.3220 Mon – Fri 8:30 AM to 4:30 PM, except for State Holidays.